

**City of Fort Lauderdale  
Community Services Board  
November 9, 2015 – 4:00 P.M.  
City Commission Chambers – City Hall  
Fort Lauderdale, FL 33301**

**October 2015-September 2016**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Wanda Francis, Chair	A	1	1
Jasmin Shirley, Vice Chair	P	2	0
Benjamin Bean (arr. 4:03)	P	2	0
Mark Fillers	P	1	1
Jason King	P	2	0
Chris Lovell	P	2	0
Jonathan May (arr. 4:15)	P	1	0
Richard Morris	P	1	1
Noah Szugajew	P	2	0
Joseph S. Van de Bogart	P	2	0

**Staff Present**

Mario DeSantis, Liaison and Housing Administrator  
Marcia Gair, Administrative Aide  
Jamie Opperee, Recording Secretary, Prototype, Inc.

**Communication to City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement – As of October 30, 2015, there are 9 appointed members to the Board, which means 5 constitutes a quorum**

Vice Chair Shirley called the meeting to order at 4:00 p.m. Roll was called and it was noted a quorum was present. All recited the Pledge of Allegiance.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

The Staff members present introduced themselves at this time.

**III. APPROVAL OF MINUTES – OCTOBER 12, 2015**

Mr. Bean arrived at 4:03 p.m.

**Motion** made by Mr. Van de Bogart, seconded by Mr. King, to approve. In a voice vote, the **motion** passed unanimously.

#### **IV. HOPWA UPDATE**

Mr. DeSantis recalled that at the previous meeting, members had requested information on the remaining balance of funds in the Housing Opportunities for Persons with HIV/AIDS (HOPWA) program. Because the current year's expenditures are still being reconciled, only the total unexpended funds through the end of 2014 are currently available. This total is approximately \$1.3 million. Mr. DeSantis estimated that these funds would be needed in the next two fiscal years to maintain HOPWA funding through the next RFP cycle.

He continued that most HOPWA agencies have spent the majority of their funds, with only two agencies that have not yet spent their full allocation. The cost constraint method used to keep the short-term rent, mortgage, and utility (STRMU) and Permanent Housing Placement (PHP) programs under control prevented these subsidies from experiencing shortages.

Nadienka Sanz, tenant-based rental voucher (TBRV) program coordinator with the Broward Regional Health Planning Council (BRHPC), stated that from October 1, 2014 to September 30, 2015, the TBRV program served 135 clients. The average monthly unit cost is \$889, of which the average client portion was \$291, added to a \$697 HOPWA subsidy. Approximately seven BRHPC clients do not have a source of income.

Mr. DeSantis stated that he would provide score cards for each agency at the January 2016 meeting. These cards will include the current and previous years' financial information as well as performance indicators.

#### **V. CDBG**

- **Score Cards**

Mr. DeSantis noted that he would request representatives of the agencies to be present at the next Board meeting in case there were any questions he could not answer.

The Broward Partnership for the Homeless has exceeded the number of clients it expected to serve by 205, and has either exceeded or nearly met all of its performance indicators except two. He reiterated that he would ask a representative of the organization to attend the next Board meeting to provide more information. He pointed out that any reimbursement of Community Development Block Grant (CDBG) funds requires proper source documentation, including income certification.

New Board member Jonathan May arrived at 4:15 p.m. and introduced himself to the Board. Mr. May was appointed by City Commissioner Dean Trantalis.

The Board moved on to discuss Jack and Jill Children's Center, with Mr. DeSantis advising that the agency has met all its goals to date, but is also experiencing income certification issues. He confirmed that income certification has been an issue with all agencies receiving CDBG funds. When households served by a program have an earned income that is above the eligible range, the agencies may not be reimbursed for those households through the CDBG process.

Mr. DeSantis continued that he has worked closely with Women in Distress, as there are outstanding payments not made due to a lack of communication on which types of documentation are necessary. The agency is currently working with the City to resolve these outstanding payments, and Mr. DeSantis' office is advising them of what documentation is required. City Staff will meet with the agency on November 10 to review the types of documentation necessary in the future.

Mr. DeSantis pointed out that the agency has served 91 clients from Fort Lauderdale out of a goal of approximately 100 clients. He added that he would review the calculation of shelter nights provided, food charges, and other expenses.

- **Public Service Application Process**

Mr. DeSantis recalled that at the last meeting, there was discussion of how smaller agencies might be able to compete effectively for funding with large agencies, which often employ professional grant writers.

Mr. Van de Bogart noted a correction to the October 12, 2015 minutes, stating that he had not seconded the motion to remove categories from the CDBG application process. It was clarified that Mr. Bean had seconded this motion. It was further noted that the October 12 minutes would be amended to reflect this correction.

The Board returned to the issue of fairness for both large and small agencies that may apply for CDBG funds, with Mr. Lovell suggesting that Staff could reach out to the community to a greater extent and make smaller organizations aware that grant funds are available. Mr. DeSantis stated that the City places an advertisement in the local newspaper and holds a required meeting for all prospective applicants. Vice Chair Shirley proposed reaching out to homeowners' and faith-based organizations, and placing notices in smaller community newspapers.

Mr. Lovell asked if it would be possible to establish grants of less than a certain amount, such as \$5000, for less intensive community organizations and programs. The application for grants over \$5000 could be made slightly more difficult. It was noted that City Commission approval would be required for a change of this nature to the application process.

Mr. DeSantis explained that prospective applicants submit a letter of intent to apply, after which time they meet with City Staff. Mr. Bean asserted that the issue was not one

of aesthetics, such as the writing of an application, but of failure to fill out the application correctly and submit the required information. He recommended placing a different point value on certain categories, or placing greater value on the presentations given by the organizations rather than on their applications. He also noted that large agencies as well as smaller ones have difficulty meeting documentation requirements. Mr. DeSantis confirmed that there is no reason the Board could not score an applicant based in part on its presentation.

Vice Chair Shirley returned to the issue of outreach, suggesting that Staff could put together an advertising plan to reach a wide variety of large and small organizations and inform them about the CDBG program. She pointed out that this could be accomplished through social media, community publications, and other outlets to raise awareness among small agencies or organizations.

**Motion** made by Mr. Van de Bogart, seconded by Mr. Morris, to have Staff put together a proposal to market this year's application process to more grassroots or smaller organizations.

Mr. DeSantis advised that Staff may act on the Board's wish to develop a plan to reach out to smaller grassroots organizations in a more timely manner without first presenting this plan to the Board.

Mr. Van de Bogart and Mr. Morris **withdrew** their **motion** and **second**.

Vice Chair Shirley requested that Staff send information on the proposed marketing plan to the Board members in December, as there is no Board meeting scheduled for that month. Mr. Morris emphasized the need for any marketing plan to be an ongoing initiative rather than a single effort during only the current fiscal year.

Mr. Lovell asked if the Board members could reach out to smaller organizations themselves and encourage them to seek CDBG funding. It was confirmed that there is no regulation against individual outreach.

## **VI. GOOD OF THE ORDER**

Mr. Morris reported that he and Mr. DeSantis recently attended the 2015 United States Conference on AIDS, which provided a good deal of information. The 2016 Conference will be held in Hollywood at the Diplomat Hotel and Resort.

Mr. King stated that Florida House Bill (HB) 125, which is sponsored by Representative Gwyndolen Clarke Reed, addresses the expansion of health education in grades K through 12.

Mr. May advised that Nova Southeastern University offers a program called Power Over Diabetes, which provides information on how to lower the risk and impact of diabetes in the community. He distributed a flier with contact information on the program.

Vice Chair Shirley stated that she would personally reach out to the churches located along the 4<sup>th</sup> Street Corridor to bring awareness about the CDBG funding

Mr. Lovell requested an update on recent Staff changes. Mr. DeSantis explained that he and Rachel Williams will administer the CDBG program as well as HOPWA.

## **VII. PUBLIC COMMENT**

Patrice Paldino, supervising attorney with Legal Aid of Broward County, reported that the agency has received a \$15,000 grant from MAC Cosmetics, which will be used toward assistance to the LGBT/HIV-positive community to improve uninhabitable conditions.

## **VIII. ITEMS FOR NEXT AGENDA**

Mr. DeSantis stated that he would seek to provide marketing plan information to the Board during the month of December. He also noted that HOPWA scorecards would be available at the January 2016 meeting, and CDBG agencies would be invited to attend so they may answer questions regarding the previous year's performance.

## **IX. COMMUNICATIONS TO CITY COMMISSION**

None.

## **X. ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned at 5:15 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]